

OBH ETO User Manual

Revised October 2014

OMNI Institute

Prevention Evaluation Partners (PEP)

Table of Contents

INTRODUCTION	3
<i>What is ETO</i>	<i>3</i>
<i>ETO Systems Overview</i>	<i>3</i>
<i>How is ETO Used for OBH Funded Activities?</i>	<i>3</i>
<i>ETO Structure and Language</i>	<i>3</i>
<i>User Permission Levels</i>	<i>4</i>
<i>Getting Started With ETO</i>	<i>4</i>
LOGGING INTO ETO THROUGH THE OBH PORTAL.....	5
WORKING WITH DIRECT EFFORTS.....	8
<i>How Do I Add a Participant?</i>	<i>8</i>
<i>How Do I Enter an Effort for a Single Participant?</i>	<i>11</i>
<i>How Do I Create a Group?</i>	<i>14</i>
<i>How Do I Enter a Group Effort?</i>	<i>16</i>
WORKING WITH UNIVERSAL/AGGREGATE EFFORTS	19
<i>How Do I Enter a Universal/Aggregate Service Effort?</i>	<i>19</i>
WORKING WITH OUTCOME DATA.....	23
<i>How Do I Enter Outcome Data (Youth NOMs/Driving Survey)?</i>	<i>23</i>
MANAGING MY EFFORTS.....	27
<i>How Do I Review My Efforts?</i>	<i>27</i>
<i>How Do I Edit My Efforts?</i>	<i>29</i>
<i>How Do I Complete/Edit My Quarterly Narrative Reports?</i>	<i>32</i>
WORKING WITH REPORTS.....	36
<i>How Do I Pull Direct Service Reports?.....</i>	<i>36</i>
<i>How Do I Export a Report?</i>	<i>40</i>
<i>How Do I Pull My Assessment Reports (Youth NOMs/Driving Survey)?</i>	<i>43</i>
<i>How Do I View My Quarterly Narrative Report?</i>	<i>45</i>
QUESTIONS ABOUT ETO.....	48

Introduction

Welcome! This manual is for Office of Behavioral Health (OBH)-funded providers that use ETO to report their activities. This manual will provide all the information you need to use ETO successfully!

While this manual should provide you with the information you need, please do not hesitate to contact your PEP TA Consultant with any questions that you may have.

What is ETO?

ETO is a web-based data collection system created by Social Solutions. It allows users access anytime as long as they have an internet connection and are using Internet Explorer 6, 7 or 8 (9 is not yet supported). Unfortunately, this means that you cannot use other browsers such as Apple, Safari, Google Chrome, or Mozilla Firefox.

ETO System Overview:

The ETO Software® system was designed by human service professionals who understand funding, reporting, and staffing challenges, as well as the uniqueness of human service organizations and their programs. Like other human service professionals, they grappled with a common dilemma: How do we know if our efforts make an actual difference in the individuals that we serve?

Understanding that outcomes are not achieved without effort, the founders developed a software solution that makes it possible to relate service delivery efforts with their desired outcomes. With this software they were able to monitor the effectiveness of their efforts and understand where they were having the greatest impact. This understanding allowed them to adjust their service model, identify and replicate best practices, and report their successes. They called the software “Efforts to Outcomes Software” or ETO Software®.

How is ETO Used for OBH Funded Activities?

The OBH-funded efforts providers enter in ETO serve several purposes, including:

1. Reporting to State and Federal Government—Statewide evaluation (cross-site)
2. OBH Invoicing for reimbursement of expenses for OBH-funded efforts
3. Individual tracking tool for local evaluation efforts

ETO Structure and Language:

1. **Site** = OBH
2. **Program** = Providers
3. **Provider User** = You (*Users may have access to one or more providers or “program”*)
4. **Funder** = OBH (*Reviews aggregated data for ALL providers or “programs”*)

User Permission Levels:

Each new OBH ETO user is assigned a permission level for security reasons. This allows you to only see the efforts of other staff that have a lower permission level than you. Individuals with the same permission level will not be able to see each other's work.

Getting Started with ETO:

1. View ETO User Expectation on the OBH Portal-PEP Library
(<http://www.obhpreventionportal.org/>)
2. Your OMNI PEP TA Consultant will communicate your Username and Password once the OBH ETO New User Training has been completed

Please Note: Each ETO user should have their own username and password. For security reasons please do not share usernames and passwords.

Logging into ETO through the OBH Portal

Tips for Success:

- The OBH Portal can be found at: (<http://www.obhpreventionportal.org/>)
- For technical support using ETO please contact your evaluation TA Consultant (PEP TA Consultant)

CO **CDHS** **COLORADO**
Office of Behavioral Health
Department of Human Services

Home
Contacts
Helpful Web Links
ETO
About OBH
About PEP

Click on the ETO link.

LEAF
PEP
PPD
SAPT Block Grant
State Priority Initiatives
Document Libraries
PEP/ETO
PEP/ETO Secure
OBH

Search...

Office of Behavioral Health Prevention Portal

Recent Announcements

Title	Published
Welcome to the new OBH portal site	9/26/2014 8:00 AM

Subscribe to our Announcements by Email

Calendar

Title	Location
There are no items to show in this view of the "Calendar" list.	

Previous

Resources

speaknow!
Talk with your kids about the dangers of teen drinking.
CLICK HERE

ccps Colorado Certified Prevention Specialist
Professionalizing prevention

Recently Updated Documents

PEP/ETO Documents

Name	Modified
OBH ETO User Manual	Sep 15
OBH Survey Mailing Summary Form	Sep 15
2013-14 Driving Survey Report Interpretation Guide	Sep 04
2013-14 Youth NOMs Report Interpretation Guide	Sep 04
2013-14 Youth NOMs_Aggregate_PDD	Aug 29

1 - 5

OBH Documents

Name	Modified	Modified By
There are no documents in this view.		

welcome to
ETO™ software

Username:

Password:

[Guest/Entity Login](#)
[Trouble logging in?](#)
[Forgot Your Password?](#)

[Contact Us](#)

User Hint:
Please do not use this link. This link connects you to Social Solutions technical support. Instead, contact your PEP TA Consultant.

2
Enter your Username and Password and click the Login button.

Where are you?
Becoming a high-performing organization is an evolutionary process - an ETOlution.

Step 1
Good Intentions
Getting Started

Step 2
Counting Outputs

Step 3
Measuring Outcomes
Beginning Transformation
Exhibiting Advanced Characteristics
Advanced & High-Performing
[see an example](#)

The ETO Home Page

The screenshot shows the ETO software interface. At the top left is the 'ETO™ software' logo. To its right is the user role 'OBH: Pilot'. Further right, a red circle highlights the navigation links: 'Welcome DBH Staff | Home Page | ~~Help~~ | Log Off'. Below this is a green navigation bar with buttons for 'Home', 'New', 'Quick Search', 'To Do List', 'Messages', 'My Favorites', and 'My Dashboard'. A search bar is also present. The main content area features the 'cdhs' logo and the text 'Colorado Department of Human Services' and 'Office of Behavioral Health'. It is organized into four main categories: 'Direct', 'Universal/Aggregate', 'Outcomes', and 'Manage', each with a list of actions. A red line with arrows points from the 'Direct' category to a blue callout box on the right and from the 'Manage' category to a blue callout box at the bottom. The blue callout box on the right contains 'User Hints' about logging off and returning to the home page. The blue callout box at the bottom contains a 'User Hint' about clicking on desired actions.

ETO™ software

OBH: Pilot

Welcome DBH Staff | Home Page | ~~Help~~ | Log Off

Home New Quick Search To Do List Messages My Favorites My Dashboard

Enter Search Term(s) within Participant In Pilot Search

cdhs Colorado Department of Human Services
people who help people

Office of Behavioral Health

Direct

- [Add Participant](#)
- [Dismiss Participant](#)
- [Edit Participant](#)
- [Enter Effort](#)
- [Add/Edit Groups](#)
- [Enter Group Effort](#)
- [Summary of Direct Services Report](#)
- [All Direct Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Universal/Aggregate

- [Enter Effort](#)
- [Summary of Universal/Aggregate Services Report](#)
- [All Universal/Aggregate Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Outcomes

- [Enter Outcome Data \(Assessments\)](#)
- [Youth NOMs Report](#)
- [Safe Driving Measure Report](#)

Manage

- [Review Work](#)
- [Edit Work](#)
- [Complete/Edit Quarterly Narrative Report](#)
- [View Quarterly Narrative Report](#)

User Hints:

Log Off: Click to exit ETO.

Home Page: Click to return to this page at any point. Using the back button in ETO does not work all the time. It is better to use this link to return to the list found on the home page.


*Help: ***Please don't use****
This will take you to Social Solutions support, not PEP TA support at OMNI.

User Hint:

Click on desired action. Each action falls under one of the main categories: Direct, Universal/Aggregate, Outcomes, and Manage.

Working with Direct Efforts

How Do I Add a Participant?



Colorado Department
of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct	Add Participant	<div>1 Click here to add a new participant.</div>
	Dismiss Participant	
	Edit Participant	
	Enter Effort	
	Add/Edit Groups	
	Enter Group Effort	
	Summary of Direct Services Report	
	All Direct Services Report	
	Attendance/Demographics Report (NEW)	
Universal/Aggregate	Enter Effort	
	Summary of Universal/Aggregate Services Report	
	All Universal/Aggregate Services Report	
	Attendance/Demographics Report (NEW)	
Outcomes	Enter Outcome Data (Assessments)	
	Youth NOMs Report	
	Safe Driving Measure Report	
Manage	Review Work	
	Edit Work	
	Complete/Edit Quarterly Narrative Report	
	View Quarterly Narrative Report	

Add Participant:

Participant Information

Case Number:

* First Name:

Middle Initial:

* Last Name:

* DOB: -Month- -Day- -Year-

Address 1:

Address 2:

Zip Code: -

County of Res: --Select--

Home Phone:

Cell Phone:

Work Phone: Ext.

Email:

* Gender: --Select--

* Ethnicity (OSH): --Select--

* Race: --Select--

If Other Race, please specify:

Program Enrollment Information

Enroll in Program: ☒ Pilot

* Program Start Date: Jan 3 2012

> Add Participant

User Hint:
Fields that are yellow, or have an "*" next to them are required.

2
Enter participant information.

3
Enroll in Program check box is selected by default and user should not uncheck this box.

4
Fill in Program Start Date.
User Hint: The date entered must be prior to the first date of contact.

5
Click to add participant.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Add Participant: Resolve Potential Duplicates

You are attempting to add a new Participant.

Potential matches were found based on the following data points:

First Name: Katrina
Last Name: Fake
DOB: 01/06/1983

6
Click here if you are enrolling a new participant.

User Hint:
If a similar participant is already enrolled in the program you may get this warning.

> Add as New > Go Back

There are potential matches for this new Participant at the site-level:

	Name	SSN	DOB				
1.	Sandra Fake		1/6/1983				Currently Enrolled

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search


Action Items

What would you like to do next?

- Add New Participant
- Participant Efforts
- Participant Assessment
- Add Referral

7
Select which option you would like to do next.

How Do I Enter an Effort for a Single Participant?



Colorado Department
of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct

- [Add Participant](#)
- [Dismiss Participant](#)
- [Edit Participant](#)
- [Enter Effort](#)
- [Add/Edit Groups](#)
- [Enter Group Effort](#)
- [Summary of Direct Services Report](#)
- [All Direct Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Universal/Aggregate

- [Enter Effort](#)
- [Summary of Universal/Aggregate Services Report](#)
- [All Universal/Aggregate Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Outcomes

- [Enter Outcome Data \(Assessments\)](#)
- [Youth NOMs Report](#)
- [Safe Driving Measure Report](#)

Manage

- [Review Work](#)
- [Edit Work](#)
- [Complete/Edit Quarterly Narrative Report](#)
- [View Quarterly Narrative Report](#)

1
Click here to enter an
effort for a single
participant.

New Quick Search To Do List Messages (New) My Favorites

Enter Search Term(s) within Participant in Pilot

2

Search for the participant by partial last name, case number, or leave this field blank and click "Go" to view all participants.

Search for Participants in Pilot by (partial) Last Name, SSN or Case No.

Go

☐ Include Dismissed Participants in results
To see **all** Participants leave the box empty.

S.No	Name	DOB	SSN	Case No.
1.	200001, Fake	1/1/2000	unknown	66515
2.	Adult, Fake	1/6/1973	unknown	57028
3.	Fake, Fake			70008
4.	Fake, Test1			57270
5.	Participant, Fake			63756
6.	Process, Fake			57562
7.	Sister, Fake			57029
8.	Youth, Fake			57027

3

Click on the participant for whom you would like to record an effort.

PRINT

ETO™ software OBH: Pilot

Home New Quick Search To Do List Messages My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Record Participant Efforts

Participant's Name: Fake, Paul

Select Participant Point of Service Element: --Select Participant Point of Service Element--

Point of Service Elements

- Alternative Activities: Community Drop-In Centers
- Alternative Activities: Community Service Activities
- Alternative Activities: Drug-free Social, Recreational and/or Cultural Ac
- Alternative Activities: Mentoring Programs
- Alternative Activities: Other Alternative Activities
- Alternative Activities: Youth/Adult Leadership Activities
- Community-based Process: Community Team-Building
- Community-based Process: Community Technical Assistance and Traini
- Community-based Process: Multi-agency Coordination and Collaboration
- Education: Education Programs for Youth Groups
- Education: Ongoing Classroom and/or Small Group Sessions
- Education: Other Education
- Education: Parenting and Family Management
- Education: Peer Leader/Helper Programs
- Education: Preschool ATOD Prevention Programs
- Problem ID and Referral: DUI/DWI Education Programs
- Problem ID and Referral: Employee Assistance Programs
- Problem ID and Referral: Other Problem ID and Referral
- Problem ID and Referral: Student Assistance Programs
- Supplemental Notes

4

Select a Point of Service Element.

User Hint: Please reference your ETO Data Entry Matrix to help identify the appropriate.

5
Fill in the following information specific to the effort.

User Hints:
Contact Location/Method: Where the effort took place.
Date of Contact: The date the effort took place.
Time Spent: In minutes, specify the time that was spent on the effort.
IOM Classification: Please reference your ETO Data Entry Matrix to determine which IOM classification to select.
Fields that are yellow, or have an "" next to them are required.*

6
Check the Yes button in the Value field.
User Hint: A Point of Service must contain a Yes value, to be included in aggregate reports that OBHreviews.


7
Select what you would like to do next:
 Click *Save Effort & Close* to record the effort and return to the Home Page.
 Click *Save Effort & Record Similar Effort* to enter the exact same effort for the same participant.
 Click *Save Effort & View/Edit Participant* if you would like to record the effort, then make changes to the participant's information.

User Hint:
The Notes field is for your use and can be helpful when reviewing your efforts.

Form Fields:
 Participant: 200001, Fake
 Point of Service / Activity: Alternative Activities: Community Drop-In Centers
 * Contact Location / Method: --Select Location / Method--
 Date of Last Contact: None
 * Date of Contact: 1/3/2012
 Date of Next Contact:
 * Time Spent:
 * Value: ☒ Yes ☐ No
 * IOM Classification: --Select--
 Notes:

Buttons:
 > Save Effort & Close Save Effort & Record Similar Effort Save Effort & View/Edit Participant

How Do I Create a Group?

 **Colorado Department of Human Services**
people who help people

Office of Behavioral Health
Pilot

Direct	Add Participant
	Dismiss Participant
	Edit Participant
	Enter Effort
	Add/Edit Groups
	Enter Group Effort
	Summary of Direct Services Report
	All Direct Services Report
	Attendance/Demographics Report (NEW)

Universal/Aggregate	Enter Effort
	Summary of Universal/Aggregate Services Report
	All Universal/Aggregate Services Report
	Attendance/Demographics Report (NEW)

Outcomes	Enter Outcome Data (Assessments)
	Youth NOMs Report
	Safe Driving Measure Report

Manage	Review Work
	Edit Work
	Complete/Edit Quarterly Narrative Report
	View Quarterly Narrative Report

1
Click here to create a group.

Enter Search Term(s) within Participant in Pilot Search

62. Wreckless	Enabled	9/1/2009	6/1/2010	> Edit	> Members
64. Youth Council	Enabled	9/1/2010	9/10/2010	> Edit	> Members
66. Youth Mentoring Session	Enabled	6/6/2011	6/6/2011	> Edit	> Members

> Add

2
Click here to add a group.

3
Enter Group Name and Start Date.

User Hints:
Remember, these yellow fields are required.
If you do not know the exact end date, it is best to leave this field blank.

2
Click here to add a group.

4
Click Submit.

Add Group:

Group Name: Fake Group

Disabled: ☐

Start Date: Jan 3 2012 ?

Set All Individual Members' Group Start Date Equal to Date Above: ☐ ?

End Date: -Month- -Day- -Year- ?

Group Description: Fake prevention group.

Uses Scheduling: ☐

Submit

5
Search for participants by last name or leave this box blank and click "Go" to get a list of all participants.

User Hint:
You can see any existing groups that a participant is currently assigned to on this page.

Note that in order to enroll a participant into a group they must first be added as a participant. (See How do I add a participant? on page 8).

6
Click on "Add" to add the participant to this group.

Go Back

Group Member Information for Fake

Available Participants for Fake Group

Enroll Participants in Fake Group:

Search for Participants in Pilot by (partial) Last Name:

To see all Participants leave the box empty.

Go

Current Participants Assigned for Fake Group

1.	200001, Fake (1/3/2012)	Remove	Edit
2.	Fake, Fake (1/3/2012)	Remove	Edit
3.	Participant, Fake (1/3/2012)	Remove	Edit

• Adult, Fake 1/6/1973 Add Existing Groups
New Classroom Group
Fake Training Group

• Fake, Test1 1/3/1996 Add Existing Groups
Fake Training Group
Testing Group 1

• Process, Fake 7/9/1993 Add Existing Groups
New Classroom Group

• Sister, Fake 1/13/1994 Add Existing Groups
New Classroom Group

• Youth, Fake 3/4/1995 Add Existing Groups
New Classroom Group

Manage Groups (eta)

How Do I Enter a Group Effort?

cdhs Colorado Department of Human Services
people who help people

Office of Behavioral Health Pilot

Direct

- [Add Participant](#)
- [Dismiss Participant](#)
- [Edit Participant](#)
- [Enter Effort](#)
- [Add/Edit Groups](#)
- [Enter Group Effort](#)
- [Summary of Direct Services Report](#)
- [All Direct Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Universal/Aggregate

- [Enter Effort](#)
- [Summary of Universal/Aggregate Services Report](#)
- [All Universal/Aggregate Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Outcomes

- [Enter Outcome Data \(Assessments\)](#)
- [Youth NOMs Report](#)
- [Safe Driving Measure Report](#)

Manage

- [Review Work](#)
- [Edit Work](#)
- [Complete/Edit Quarterly Narrative Report](#)
- [View Quarterly Narrative Report](#)

Record Multiple Participant Efforts

SELECT Group OR Participant Efforts

☒ Group/Family

☐ Participant

> Submit

2
Select Group/Family.

3
Click Submit.

Record Multiple Participant Efforts

Select Group

1. Dismissal Test Group
2. FAKE Group
3. Fake Group
4. Fake Training Group
5. New Classroom Group
6. Testing Group 1

4

Select a group from the list of available groups.

Record Multiple Participant Efforts

Select a Participant Outcome/Activity:

--Select A Participant Outcome/Activity--

--Select A Participant Outcome/Activity--

Outcomes/Activities

Alternative Activities: Community Drop-In Centers

Alternative Activities: Community Service Activities

Alternative Activities: Drug-free Social, Recreational and/or Cultural Ac

Alternative Activities: Mentoring Programs

Alternative Activities: Other Alternative Activities

Alternative Activities: Youth/Adult

Community-based Process: Co

Community-based Process: Co

Community-based Process: Mu

Education: Education Programs

Education: Ongoing Classroom

Education: Other Education

Education: Parenting and Fami

Education: Peer Leader/Helper

Education: Preschool ATOD Pre

Problem ID and Referral: DUI/

Problem ID and Referral: Emp

Problem ID and Referral: Othe

Problem ID and Referral: Stude

Supplemental Notes

5

Select a Point of Service to record.

User Hint:

Remember to reference your ETO Data Entry Matrix when selecting the outcome/activity.

> Submit

6

Click Submit.

7
Fill in effort
information.

Record Multiple Participant Efforts

Details

Group: **Fake Group**

Contact Location/Method: **--Select--**

Date of Contact: Jan 3 2012

Date of Next Contact: -Month- -Day- -Year-

* IOM Classification: **--Select--**

Alternative Activities: Community Drop-In Centers

Time Spent on Contact: (minutes)

Group Members	Last Value Assigned	New Value (Select)
200001, Fake	Yes.	<input checked="" type="checkbox"/>
Fake, Fake	No values have been set.	<input type="checkbox"/>
Participant, Fake	Yes.	<input checked="" type="checkbox"/>

Notes:

RECORD EFFORT **SAVE & RECORD SIMILAR EFFORT**

User Hints:

Contact Location/Method: where the effort took place.

Date of Contact: Date the effort took place.

IOM Classification: Reference your ETO Data Entry Matrix to determine which IOM classification to select.

Time Spent: In minutes, specify the time the group spent on the effort.

Remember, all yellow fields are required.

8

Check the "New Value" box next to each participant to record an effort for all participants that attended. If a participant did not attend, leave this box unchecked.

User Hint:

If a Point of Service does not contain a Yes value, it will not be counted as a service for that participant.

9

Click **Record Effort** to record the effort and go back to the Home Page.

Click **Save & Record Similar Effort** if you would like to enter the same effort for the same group.

Working with Universal/Aggregate Efforts:

How Do I Enter a Universal/Aggregate Service Effort?

cdhs Colorado Department of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct

- [Add Participant](#)
- [Dismiss Participant](#)
- [Edit Participant](#)
- [Enter Effort](#)
- [Add/Edit Groups](#)
- [Enter Group Effort](#)
- [Summary of Direct Services Report](#)
- [All Direct Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Universal/Aggregate

- [Enter Effort](#)
- [Summary of Universal/Aggregate Services Report](#)
- [All Universal/Aggregate Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Outcomes

- [Enter Outcome Data \(Assessments\)](#)
- [Youth NOMs Report](#)
- [Safe Driving Measure Report](#)

Manage

- [Review Work](#)
- [Edit Work](#)
- [Complete/Edit Quarterly Narrative Report](#)
- [View Quarterly Narrative Report](#)

1
Click here to enter a Universal/Aggregate Effort.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Record Program Efforts

Program's Name: Pilot

Select Program Point of Service Element: --Select Program Point of Service Element--

--Select Program Point of Service Element--
Point of Service Elements
DBH- Alternative Activities: Indicated
DBH- Alternative Activities: Selective
DBH- Alternative Activities: Universal Direct
DBH- Alternative Activities: Universal Indirect
DBH- Community-based Process: Indicated
DBH- Community-based Process: Selective
DBH- Community-based Process: Universal Direct
DBH- Community-based Process: Universal Indirect
DBH- Education: Indicated
DBH- Education: Selective
DBH- Education: Universal Direct
DBH- Education: Universal Indirect
DBH- Environmental: Indicated
DBH- Environmental: Selective
DBH- Environmental: Universal Direct
DBH- Environmental: Universal Indirect
DBH- Information Dissemination: Indicated
DBH- Information Dissemination: Selective
DBH- Information Dissemination: Universal Direct
DBH- Information Dissemination: Universal Indirect
DBH- Problem ID and Referral: Indicated
DBH- Problem ID and Referral: Selective

2

Select a Point of Service to record and complete effort information.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Record Program Efforts

Details

Program:	Pilot
* Contact Location/Method:	--Select--
Date of Contact:	Jan 4 2012
Date of Next Contact:	-Month- -Day- -Year- +1 +7 +30 +90
* Alternative Activities EQ:	--Select--
* Effort Name:	
Location Name:	
* # of Exposures/Sessions Completed?:	
* # served Gender: Male:	
* # served Gender: Female:	
* # served Gender: Transgender:	
* Does the Gender total equal the Initial Value?:	<input type="radio"/> Yes/True <input type="radio"/> No/False

3

Fill in effort information.
User Hint: All yellow boxes are required.

User Hints:
Reference the ETO Data Entry Matrix when entering EQ, Effort Name (must be match the ETO Data Entry Matrix effort name exactly), # of exposures/sessions

Fields that are highlighted yellow or have an asterisk are required.

* # served Race: White or Caucasian:	<input type="text"/>
* # served Race: Black or African American:	<input type="text"/>
* # served Race: Native Hawaiian or Pacific Islander:	<input type="text"/>
* # served Race: Asian:	<input type="text"/>
* # served Race: American Indian/Alaska Native:	<input type="text"/>
* # served Race: Multiracial:	<input type="text"/>
* # served Race: Other:	<input type="text"/>
* Does the Race total equal the Initial Value?:	<input type="radio"/> Yes/True <input type="radio"/> No/False

* # served Ethnicity: NOT Hispanic/Latino:	<input type="text"/>
* # served Ethnicity: Hispanic/Latino:	<input type="text"/>
* Does the Ethnicity total equal the Initial Value?:	<input type="radio"/> Yes/True <input type="radio"/> No/False

* # served Age 0-4:	<input type="text"/>
* # served Age 5-11:	<input type="text"/>
* # served Age 12-14:	<input type="text"/>
* # served Age 15-17:	<input type="text"/>
* # served Age 18-20:	<input type="text"/>
* # served Age 21-24:	<input type="text"/>
* # served Age 25-29:	<input type="text"/>
* # served Age 30-34:	<input type="text"/>
* # served Age 35-39:	<input type="text"/>
* # served Age 40-44:	<input type="text"/>
* # served Age 45-49:	<input type="text"/>
* # served Age 50-54:	<input type="text"/>
* # served Age 55-59:	<input type="text"/>
* # served Age 60-64:	<input type="text"/>
* # served Age 65 and older:	<input type="text"/>
* Does the Age total equal the Initial Value?:	<input type="radio"/> Yes/True <input type="radio"/> No/False

User Hints:
Enter a zero if the effort did not serve people in that category

The total for demographic (gender, race, age and ethnicity) should each match the Initial Value number entered at the bottom of the page. If the totals match the Initial Value then select the Yes/True option for each demographic.

Please note that verification of the correct totals must be done manually.

DBH- Alternative Activities: Indicated

* Time Spent on Contact: (minutes)

* Last Value Assigned: A value of "15" was entered on 11/1/2011 4:26:14 PM.

* Enter Initial Value:

Notes:

User Hint:
Initial Value is the total number of people served by the effort. Each of the demographic category totals should be the same as this value.


3

Click Record Effort to record the effort and return to the Home Page.

Click Save & Record Similar Effort if you would like to enter the exact same effort for the same group.

Working with Outcome Data

How Do I Enter Outcome Data (Youth NOMs/Driving Survey)?



Colorado Department
of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct	Add Participant
	Dismiss Participant
	Edit Participant
	Enter Effort
	Add/Edit Groups
	Enter Group Effort
	Summary of Direct Services Report
	All Direct Services Report
	Attendance/Demographics Report (NEW)

Universal/Aggregate	Enter Effort
	Summary of Universal/Aggregate Services Report
	All Universal/Aggregate Services Report
	Attendance/Demographics Report (NEW)

Outcomes	Enter Outcome Data (Assessments)
	Youth NOMs Report
	Safe Driving Measure Report
	Driving Survey Report

Manage	Review Work
	Edit Work
	Complete/Edit Quarterly Narrative Report

1

Click here to enter Outcome Data (Assessments).

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Search for Participants in Pilot by (partial) Last Name, SSN or Case Number:

Go

☐ Include Dismissed Participants in results
To see **all Participants** leave the box empty.

S.No	Name	DOB	SSN	Case No.
1.	200001, Fake	1/1/2000	unknown	66515
2.	Adult, Fake	1/6/1973	unk	
3.	Fake, Fake	1/1/2010	unk	
4.	Fake, Test1	1/3/1996	unk	
5.	Participant, Fake	8/1/1972	unk	
6.	Process, Fake	7/9/1993	unk	
7.	Sister, Fake	1/13/1994	unknown	57029
8.	Youth, Fake	3/4/1995	unknown	57027

2
Search for the participant by partial last name, case number, or leave this field blank to view all participants.

3
Click on the participant you would like to record an assessment for.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Review Assessments

Review Assessments for **Adult, Fake**

Assessment Name

Safe Driving Measure - Pre

Date Completed	Last Updated	Identifier	Staff	Status	Take Action
09/04/2011	11/01/2011		DBH Staff	Enabled	-- Please select --

Youth NOMs - Pre

Date Completed	Last Updated	Identifier	Staff	Status	Take Action
			DBH Staff	Enabled	-- Please select --

Take New Assessment

User Hint:
All completed assessments for the selected participant will appear here.

4
Click here to Take New Assessment.

User Hint:
Click here to review or update (edit) an existing assessment.

Home New Quick Search To Do List Messages My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Take Assessment For Fake, Fake

Select Assessment :

- Select--
- Driving Survey - Follow-Up 1
- Driving Survey - Follow-Up 2
- Driving Survey - Post
- Driving Survey - Pre
- Safe Driving Measure - Follow-up 1
- Safe Driving Measure - Follow-up 2
- Safe Driving Measure - Post
- Safe Driving Measure - Pre
- TEST
- Youth NOMs - Follow-up 1
- Youth NOMs - Follow-up 2
- Youth NOMs - Post
- Youth NOMs - Pre

5

Click on the desired assessment.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Take Assessment for Adult, Fake on -Month- -Day- -Year-

Populate with Previous Assessment Data

Assessment: --Select--

Youth NOMs - Pre

Section A.

Local/Client ID (6 digits)

Program Name

Pilot

DOB

01/06/1973

Gender

☒ Male

Ethnicity

☒ Not of Hispanic, Latino or Spanish origin

Race

☒ Other

Have you ever done the following...

Had one or more drinks of an **alcoholic beverage** - for example, beer, wine, malt beverages, wine coolers, hard liquor (vodka, whiskey, gin, etc.) - or any other beverage with alcohol? (Do not include non-alcoholic beverages.)

☐ Yes

☐ No

7

Enter your 6 digit client ID here. This number tracks the participant's pre and post surveys.

8

Enter the responses from the paper version of the survey.

Enter the date the assessment was completed here.

User Hint:
Please note that this is the date the participant took the assessment, not the date you are entering the assessment.

User Hints:
Demographic information will automatically be populated based on the participant information that was entered when the participant was added.
If the participant did not answer a question on paper, do not enter a response to that question in ETO.
If you need to remove a section, double click on it.

Have you ever done the following...

Had one or more drinks of an **alcoholic beverage** - for example, beer, wine, malt beverages, wine coolers, hard liquor (vodka, whiskey, gin, etc.) - or any other beverage with alcohol? (Do not include sips from another person's drink or sips for religious or ceremonial purposes.)

☐ Yes

☐ No

How old were you the first time you had an **alcoholic beverage**?

Smoked part or all of a **cigarette**? (this includes loose tobacco rolled into cigarettes).

☐ Yes

☐ No

How old were you the first time you smoked part or all of a **cigarette**?

☐ **Schedule Follow-up Alert** to show up on your To-Do list

☐ **Schedule Follow-up Alert** to show up on Other Staff's To-Do list

Alert Date: Jan 5 2012 +1 | +7 | +30 | +90
Thursday, January 05, 2012

Alert Type: ☒ Reminder to Complete this Assessment
☐ Reminder to take a new Assessment

Alert Notes:

9
Click "Submit" to record data.

> Submit

User Hint:
Using the Alert functionality is not recommended for Youth NOMs, or Driving Survey Assessments.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Review Assessment Information for Adult, Fake on 02/02/1999

Edit > Continue

Youth NOMs - Pre

A-1. Local/Client ID (6 digits)

123456

A-2. Program Name

Pilot

User Hint:
After assessment data are submitted they can reviewed by clicking "Continue", or data can be changed by clicking "Edit".

Managing My Efforts

How Do I Review My Efforts?

cdhs Colorado Department of Human Services *people who help people*

Office of Behavioral Health
Pilot

Direct

- [Add Participant](#)
- [Dismiss Participant](#)
- [Edit Participant](#)
- [Enter Effort](#)
- [Add/Edit Groups](#)
- [Enter Group Effort](#)
- [Summary of Direct Services Report](#)
- [All Direct Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Universal/Aggregate

- [Enter Effort](#)
- [Summary of Universal/Aggregate Services Report](#)
- [All Universal/Aggregate Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Outcomes

- [Enter Outcome Data \(Assessments\)](#)
- [Youth NOMs Report](#)
- [Safe Driving Measure Report](#)

Manage

- [Review Work](#)
- [Edit Work](#)
- [Complete/Edit Quarterly Narrative Report](#)
- [View Quarterly Narrative Report](#)

1
Click here to review your work.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

> Print

Select Dates for Review:

Starting Date: Dec 28 2011 This | Previous Month

Ending Date: Jan 4 2012 This | Previous Quarter

Year To Date

Select ALL Dates ☐

> Submit

2
Enter date range for effort contact.
Please note, this searches only by date of contact, not the date the effort was recorded.

3
Click Submit.

User Hint:

If you do not know the date the effort was recorded, you may pull the All Direct Services Report or the All Universal/Aggregate Report to review your work and find the date.

New
Quick Search
To Do List
Messages (New)
My Favorites
My Dashboard

Enter Search Term(s)
within Participant
in Pilot
Search

> Print

Work Performed by DBH Staff
in Program: Pilot
Between 12/28/2011 and 1/4/2012

Summary Statistics		
	Program Summary Pilot	Site Summary DBH
Number Of Participant Point of Service Elements:	1	1
Number Of Efforts:	2	2
Total Time Spent (hh:mm):	00:13	00:13
Number Of Entity Point of Service Elements:	0	0
Number Of Efforts:	0	0
Total Time Spent (hh:mm):	00:00	00:00
Number Of General Point of Service Elements:	1	1
Number Of Efforts:	1	1
Total Time Spent (hh:mm):	00:01	00:01
Employment Placements:	0	0
Education Placements:	0	0
Referrals:	0	0
Assessments Completed/Updated:	N/A	1

Select Details to View: ☐ Select All Details

	Participants	Entities	General	Other Types of Work		
Point of Service Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employment	<input type="checkbox"/> Referrals	<input type="checkbox"/> Assessments
Composite Point of Service Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Education	<input type="checkbox"/> Processes	<input type="checkbox"/> Legal Case History
Multiple/Group Efforts	<input type="checkbox"/>	<input type="checkbox"/>	N/A			
Composite Group/Family Efforts	<input type="checkbox"/>	N/A	N/A			

User Hint:

This box displays a summary of the efforts entered into ETO. Please note that not all elements are being captured in the OBH ETO site (e.g., Employment Placements), so some fields will display no value.


User Hint:

You can view additional, detailed, information if you check the box under Participant and/or General. Please note, you cannot edit or delete efforts through "Review My Work". You must use "Edit My Work" instead.

How Do I Edit My Efforts?

Tips for Success:

- Steps 2-4 outline two methods to find an effort that needs to be edited. If you are not certain of the date of contact you can look under “Review Work” using the general timeframe the effort was entered and identify the specific effort.



Colorado Department
of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct	Add Participant
	Dismiss Participant
	Edit Participant
	Enter Effort
	Add/Edit Groups
	Enter Group Effort
	Summary of Direct Services Report
	All Direct Services Report
	Attendance/Demographics Report (NEW)

Universal/Aggregate	Enter Effort
	Summary of Universal/Aggregate Services Report
	All Universal/Aggregate Services Report
	Attendance/Demographics Report (NEW)

Outcomes	Enter Outcome Data (Assessments)
	Youth NOMs Report
	Safe Driving Measure Report

Manage	Review Work
	Edit Work
	Complete/Edit Quarterly Narrative
	View Quarterly Narrative Report

1
Click here to
edit your work.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Edit My Efforts

☐ Select Date for the Recorded Effort: Jan 4 2012

☒ Search by Participant:

Select a Participant

- 200001, Fake
- A, Fake
- Adult, Fake
- Fake, Fake
- Fake, Test1
- Fakerstein, Fakey
- Participant, Fake
- Participant, Fake
- Process, Fake
- Reyes, 4562
- Sister, Fake
- Test, Fake
- Youth, Fake

2

You have two options for finding the effort you would like to edit.

1 - Select Date for the Recorded Effort: Enter the date the effort occurred (not the date the effort was entered). *Note: This is the only option for editing a Universal Aggregate effort.*

2 - Search by Participant: Enter the participant's name, or partial last name to search by participant. You can also leave this field blank to view all participants.

4

Click on the name of the participant to review any of their efforts.

3

Click here to Submit.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Edit My Efforts

☒ Select Date for the Recorded Effort: Oct 27 2011

☐ Search by Participant:

Participant Point of Service Elements

Alternative Activities: Community Drop-In Centers (Attendance Point of Service Element)

- Fake, Test1**
Contact Location/Method: Home Visit
Date of Contact: 10/27/2011
Value: Yes
Time Spent On Contact: 111 minutes.
[Edit record](#) [Delete record](#)

General Point of Service Elements

DBH- Alternative Activities: Indicated

- Pilot**
Contact Location/Method: E-mail
Date of Contact: 10/27/2011
Notes: Fake effort
[Edit record](#) [Delete record](#)

User Hint:

When searching by date, you will see any Participant (Direct) and Universal/Aggregate services recorded for the date you specify.

5

Once you find your effort, you can Edit or Delete the record.

Note: Once an effort is deleted the details of the effort are lost.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Edit My Efforts

☐ Select Date for the Recorded Effort: Jan 4 2012 Submit
☒ Search by Participant:

For participant 200001, Fake

Participant Point

Alternative Activities: Community Drop-In Centers (Attendance P

1. 200001, Fake
 Contact Location/Method: Community Site
 Date of Contact: 1/3/2012
 Notes:
 fake effort

Group: Fake Group
 Contact Location/Method: 1 on 1 Mentoring
 Date of Contact: 1/3/2012
 Notes:
 Fake

Value: Yes
 Time Spent On Contact: 1 minutes.

Edit record | Delete record

Edit Group Effort | Delete Group Effort
 Delete record

User Hint:

A Search by Participant will only display participant services (direct services) that have been recorded for that individual.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Edit Point of Service Element Effort

Details

Participant: Fake, Test1

Contact Location/Method: Home Visit

Date of Contact: Oct 27 2011

Date of Next Contact: -Month- -Day- -Year-

Next Contact Time: -Hour- : -Min- -AM/PM-

* IOM Classification: Indicated

Alternative Activities: Community Drop-In Centers

* Time Spent on Contact: 111 (minutes)

Assigned Value: ☒ Yes ☐ No

Notes:

Update Effort


6

Make any necessary changes to the effort and click Update Effort.

User Hint:

Updating an effort will change the recorded date for the effort to reflect the date it was last updated.

How Do I Complete/Edit My Quarterly Narrative Reports?



Colorado Department
of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct

- [Add Participant](#)
- [Dismiss Participant](#)
- [Edit Participant](#)
- [Enter Effort](#)
- [Add/Edit Groups](#)
- [Enter Group Effort](#)
- [Summary of Direct Services Report](#)
- [All Direct Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Universal/Aggregate

- [Enter Effort](#)
- [Summary of Universal/Aggregate Services Report](#)
- [All Universal/Aggregate Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Outcomes

- [Enter Outcome Data \(Assessments\)](#)
- [Youth NOMs Report](#)
- [Safe Driving Measure Report](#)

Manage

- [Review Work](#)
- [Edit Work](#)
- [Complete/Edit Quarterly Narrative Report](#)
- [View Quarterly Narrative Report](#)

1
Click to
Complete/Edit
Quarterly Narrative
Report.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Review Assessments

Review Assessments for Pilot

Take New Assessment

	Assessment Name
+	DBH Quarterly Narrative Report
+	Youth NOMS Pre (General Assessment)

Take New Assessment

2
Click Take New Assessment. All completed narrative reports (assessments) will appear in a list.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Take Assessment For Pilot

Select Assessment : --Select--

- Select--
- DBH Quarterly Narrative Report
- Environmental Scan Data Collection Form
- Planning Tool: Alcohol Compliance Check
- Planning Tool: Responsible Beverage Service
- Planning Tool: Social Host Liability Tool
- Social Marketing & Social Norms Fidelity Tool
- Youth NOMs - Post (General Assessment)
- Youth NOMS Pre (General Assessment)

3
Select OBH Quarterly Narrative Report.

New Quick Search To Do List Messages (New) My Favorites My Dashboard

Enter Search Term(s) within Participant in Pilot Search

Take Assessment for Pilot on

-Month- -Day- -Year-

Populate with Previous Assessment Data

Assessment: --Select--

DBH Quarterly Narrative Report

Assessment Identifier:

In the assessment identifier field above, please enter the fiscal quarter and year for which you are entering data. (For example: Q1 2011, Q2 2011, Q3 2012, Q4 2012)

4
Enter the date the report is being completed.

5
Enter the Assessment Identifier per the instructions. Please include the quarter and fiscal year.

The purpose of the narrative progress report is to provide you with an opportunity to use available data to reflect upon your project. This strategy, known as formative evaluation, is conducted during the operation of a project, generally for the purpose of obtaining ongoing feedback that can lead to evidence-based decisions regarding immediate or future project improvements/revisions. The reporting structure is set up on a quarterly cycle in order to gather information about progress made and to capture changes over time.

The completion of this report will provide you the opportunity to stop, reflect upon your services, and consider whether your DBH-funded services are meeting the expectations you had at the beginning of the year. Although your agency/coalition may deliver multiple services to multiple populations, **this report should be based exclusively on efforts that are linked to funding by DBH Block Grant, PDD, and/or LEAF grants.** If you receive grant funding through more than one DBH funding stream, complete a quarterly report for each funding stream (e.g., complete separate quarterly reports for Block Grant and PDD if you receive both funding streams).

Questions regarding report content, deadlines, and attachments should be directed to your DBH program manager. Your PEP TA provider can answer questions about how to submit the report in ETO.

DBH and OMNI staff will review your completed quarterly report. The quarterly reporting deadlines are as follows:

- Quarter 1 report(s) completed and submitted via ETO by Friday, October 28, 2011
- Quarter 2 report(s) completed and submitted via ETO by Friday, January 27, 2012
- Quarter 3 report(s) completed and submitted via ETO by Friday, April 27, 2012
- Quarter 4 report(s) completed and submitted via ETO by Friday, July 27, 2012

Please answer the following 6 questions for each of the funding streams you receive. Please reflect on your overall project efforts, including needs assessment, capacity building, planning, implementation, and evaluation activities.

A-1. Describe accomplishments for the quarter for evidence-based program(s), practice(s), and approach(es).

A-2. For the current quarter, describe problems encountered, and the resolutions.

6
Answer each question
in the designated
space.

A-6. Identify any technical assistance (TA) or training needed to assist with meeting contract requirements.

☐ **Schedule Follow-up Alert** to show up on your To-Do list

☐ **Schedule Follow-up Alert** to show up on Other Staff's To-Do list

Alert Date: Jan 5 2012 +1 | +7 | +30 | +90
Thursday, January 05, 2012

Alert Type: ☒ Reminder to Complete this Assessment
☐ Reminder to take a new Assessment

Alert Notes:

> **Submit**

7
Click Submit.

User Hints:

Composing answers in a Word document then copying and pasting your answers into ETO allows for access to spellcheck and the ability to save work.

Please note, the response fields are limited to 5000 characters.

Review Assessment Information for Pilot on 02/03/2008

Edit > Continue

DBH Quarterly Narrative Report

A-1. Describe accomplishments for the past quarter for the following program(s), practice(s), and approach(es).


Fake answer...

8
Click Edit to make
changes or Click
Continue to save
responses.

Working with Reports:

How Do I Pull Direct Service Reports?

Summary of Direct Services Report:



Colorado Department
of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct

- [Add Participant](#)
- [Dismiss Participant](#)
- [Edit Participant](#)
- [Enter Effort](#)
- [Add/Edit Groups](#)
- [Enter Group Effort](#)
- [Summary of Direct Services Report](#)
- [All Direct Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

1
Click to pull
Summary of
Direct Services
Report.

Universal/Aggregate

- [Enter Effort](#)
- [Summary of Universal/Aggregate Services Report](#)
- [All Universal/Aggregate Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Outcomes

- [Enter Outcome Data \(Assessments\)](#)
- [Youth NOMs Report](#)
- [Safe Driving Measure Report](#)

User Hint:
The link will open a new
browser window. Make
sure no pop up blocker
prevents the window from
opening.

Manage

- [Review Work](#)
- [Edit Work](#)
- [Complete/Edit Quarterly Narrative Report](#)
- [View Quarterly Narrative Report](#)

Prompts

Reply to prompts before running the query.

Enter Date of Contact(Start): (optional) This filter will be ignored because no value has been selected.
Enter Date of Contact(End): (optional) This filter will be ignored because no value has been selected.
Enter Recorded Date(Start): (optional) This filter will be ignored because no value has been selected.
Enter Recorded Date(End): (optional) This filter will be ignored because no value has been selected.

Enter Date of Contact(Start):

Run Query Cancel

2

Use either Date of Contact or Recorded Date.
Do not use both.

Enter Date of Contact (Start): This is the earliest date for which data will be pulled.

Date of Contact (End): This is the latest date for which data will be pulled. Please note that for the end date, you need to put the day AFTER the date you want to pull through (i.e. if you want data from 6/30, you need to put the end date as 7/1).

Enter Recorded Date (Start): This is the earliest date for which data will be pulled.

Enter Recorded Date (End): This is the latest date for which data will be pulled.

3

Click Run Query

Note, if you leave the dates blank, you will pull all data for your program(s).

Document View 100% 1 / 1

Program Name (All values)

Direct Services Summary Report
Count of Participants and Efforts by Point of Service (Strategy)

* Query Name: Query 1 ***

Enter Recorded Date(Start): (Optional)
Enter Recorded Date(End): (Optional)
Enter Date of Contact(Start): (Optional) 11/1/2011 12:00:00 AM
Enter Date of Contact(End): (Optional)

Point of Service Name	Count of Participants (filtered for value=yes)	Count of Efforts (filtered for value = yes)
Alternative Activities: Community Drop-In Centers		

Direct Services by Strategy Direct Services by Entity

User Hint:

Use the arrows to move between pages.


User Hint:

The Query Summary shows the date range for which data were pulled. Note, there was not end date in this example, so all efforts with a date of contact on or after 11/1/2011 were pulled.

User Hint:

This report has two tabs, one showing data by strategy and the other showing efforts by provider. Note, if you do not have access to more than one program, both tabs will be the same.

All Direct Services Report:



Colorado Department
of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct

- [Add Participant](#)
- [Dismiss Participant](#)
- [Edit Participant](#)
- [Enter Effort](#)
- [Add/Edit Groups](#)
- [Enter Group Effort](#)
- [Summary of Direct Services Report](#)
- [All Direct Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

1
Click to pull All
Direct Services
Report.

Universal/Aggregate

- [Enter Effort](#)
- [Summary of Universal/Aggregate Services Report](#)
- [All Universal/Aggregate Services Report](#)
- [Attendance/Demographics Report \(NEW\)](#)

Outcomes

- [Enter Outcome Data \(Assessments\)](#)
- [Youth NOMs Report](#)
- [Safe Driving Measure Report](#)

User Hint:
The link will open a new
browser window. Make
sure no pop up blocker
prevents the window from
opening.

Manage

- [Review Work](#)
- [Edit Work](#)
- [Complete/Edit Quarterly Narrative Report](#)
- [View Quarterly Narrative Report](#)

Prompts

Reply to prompts before running the query.


➔ Select program(s)

Enter date of contact(Start): (optional) This filter will be ignored because no value has been selected.

Enter date of contact(End): (optional) This filter will be ignored because no value has been selected.

Enter date recorded(Start): (optional) This filter will be ignored because no value has been selected.


Enter date recorded(End): (optional) This filter will be ignored because no value has been selected.

Refresh Values  Select program(s)

Program Name

- Adams
- Archuleta School District 50J
- Bent County Safe Youth Coalition (Disabled)
- Boulder County Healthy Youth Alliance
- Burlington School District RE-6J (Disabled)
- Catholic Charities Diocese of Pueblo Inc.
- Chaffee County DHHS (BG)
- Chaffee County DHHS (LEAF)
- Chaffee County DHHS (PDD)
- Cheyenne County Public Health
- CHI Garfield County (BG)

May 13, 2014 2:57:32 PM GMT-04:00

Enter your search pattern here 

? More Information

Select or type the values you want to return to reports for each prompt displayed

2

Move a program name into the Select program(s) box:
Single click on a program name then the > arrow
OR
Double click on a program name

User Hints:
If you have access to multiple programs you can select more than one program to be included in your report.
To remove a program name:
Single click on a program name then the < arrow
OR
Double click on a program name

Prompts

Reply to prompts before running the query.

Enter Date of Contact(Start): (optional) This filter will be ignored because no value has been selected.

Enter Date of Contact(End): (optional) This filter will be ignored because no value has been selected.

Enter Recorded Date(Start): (optional) This filter will be ignored because no value has been selected.

Enter Recorded Date(End): (optional) This filter will be ignored because no value has been selected.

Enter Date of Contact(Start):

Run Query Cancel

3

Use either Date of Contact or Recorded Date.
Do not use both.

Enter Date of Contact (Start): This is the earliest date for which data will be pulled.

Date of Contact (End): This is the latest date for which data will be pulled.

Enter Recorded Date (Start): This is the earliest date for which data will be pulled.

Enter Recorded Date (End): This is the latest date for which data will be pulled.

4

Click Run Query

User Hint:
If you leave the dates blank, you will pull all data for your program(s).

User Hint:
Use the arrows to move between pages.

User Hint:
The Query Summary shows the date range for which data were pulled. Note, there were no dates specified in this example, so all efforts entered for this provider were pulled.

Document

100%

Recorded By (All values)

DBH- All Direct Services

*** Query Name: Query 1 ***

Enter Recorded Date(Start): (Optional)
Enter Recorded Date(End): (Optional)
Enter Date of Contact(Start): (Optional)
Enter Date of Contact(End): (Optional)

Program Name	Case Number	DOB	Gender_3906	Race_3901	Ethnicity(DBH)	Date c
Pilot	53028	2/7/11	Male	White or Caucasian	Not of Hispanic, Latino or Spanish origin	6/29/1
Pilot	53509	1/1/10	Female	White or Caucasian	Of Hispanic, Latino or Spanish origin	7/6/11
Pilot	57027	3/4/95	Male	Black or African American	Not of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/15/
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/31/
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/31/
Pilot	57029	1/13/94	Female	Other	Of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57066	6/25/86	Male	Asian	Not of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57066	6/25/86	Male	Asian	Not of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57082	1/1/11	Male	White or Caucasian	Not of Hispanic, Latino or Spanish origin	2/1/11
Pilot	57082	1/1/11	Male	White or Caucasian	Not of Hispanic, Latino or Spanish origin	3/1/11
Pilot	57270	1/3/96	Male	White or Caucasian	Not of Hispanic, Latino or Spanish origin	9/6/11

How Do I Export a Report?

5
To export the report to Excel, click on the Document link on the top left of the page, then choose "Save report to my computer as" and specify Excel.

Document

100%

Recorded By (All values)

Close

Save as

Save to my computer as

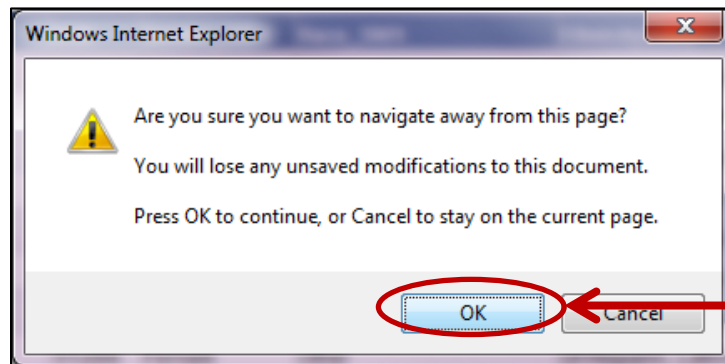
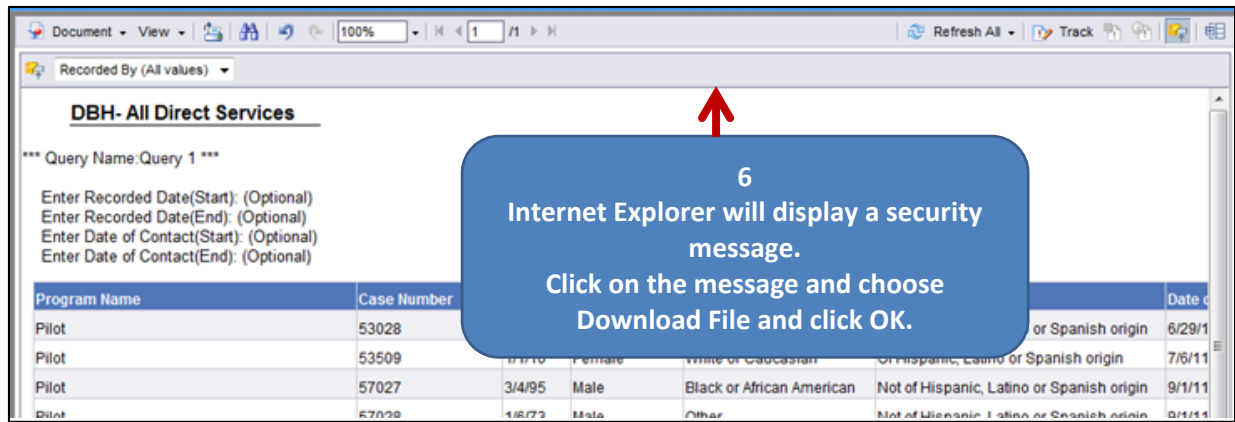
Save report to my computer as

Excel

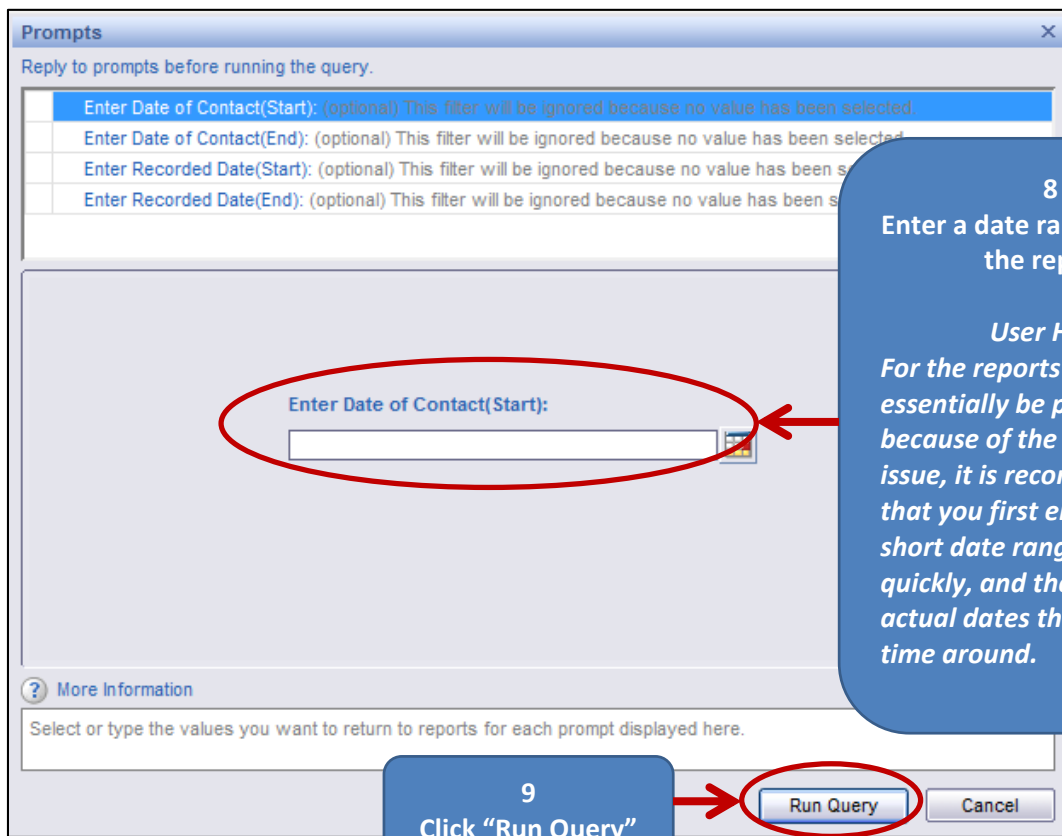
PDF

Enter Recorded Date(Start): (Optional)
Enter Recorded Date(End): (Optional)
Enter Date of Contact(Start): (Optional)
Enter Date of Contact(End): (Optional)

Program Name	Case Number	DOB	Gender_3906	Race_3901	Ethnicity(DBH)	Date c
Pilot	53028	2/7/11	Male	White or Caucasian	Not of Hispanic, Latino or Spanish origin	6/29/1
Pilot	53509	1/1/10	Female	White or Caucasian	Of Hispanic, Latino or Spanish origin	7/6/11
Pilot	57027	3/4/95	Male	Black or African American	Not of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/15/
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/31/
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/31/
Pilot	57029	1/13/94	Female	Other	Of Hispanic, Latino or Spanish origin	9/1/11



7
Click "OK" when this prompt window comes up.



8
Enter a date range again for the report.

User Hint:
 For the reports that have to essentially be pulled twice because of the IE security issue, it is recommended that you first enter a very short date range, so it runs quickly, and then enter the actual dates the second time around.

9
Click "Run Query"

Document View 100% 1 / 1 Refresh All Track

Close
Save as
Save to my computer as
Save report to my computer as Excel PDF


Enter Recorded Date(Start): (Optional)
Enter Recorded Date(End): (Optional)
Enter Date of Contact(Start): (Optional)
Enter Date of Contact(End): (Optional)

10
Click on the "Document" link on the top left of the page, then select Save report to my computer as and specify Excel.

Program Name	Case Number	DOB	Gender_3906	Race_3901	Ethnicity(DBH)	Date c
Pilot	53028	2/7/11	Male	White or Caucasian	Not of Hispanic, Latino or Spanish origin	6/29/1
Pilot	53509	1/1/10	Female	White or Caucasian	Of Hispanic, Latino or Spanish origin	7/6/11
Pilot	57027	3/4/95	Male	Black or African American	Not of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	9/1/11
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/15/
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/31/
Pilot	57028	1/6/73	Male	Other	Not of Hispanic, Latino or Spanish origin	10/31/
Pilot	57029	1/13/94	Female	Other	Of Hispanic, Latino or Spanish origin	9/1/11

File Download

Do you want to open or save this file?

 Name: DBH-All_Direct_Services_for_TRAININGS.xls
Type: Microsoft Excel 97-2003 Worksheet, 10.0KB
From: liveoffice.etosoftware.com

Open Save Cancel


11
Select "Open" or "Save" the exported report.

While files from the Internet are being downloaded, they may not be safe. While files from the Internet are being downloaded, they may not be safe. While files from the Internet are being downloaded, they may not be safe.

How Do I Pull My Assessment Reports (Youth NOMs/Driving Survey)?

Tips for Success:

- For information on exporting reports please see page 38 under the section “How Do I Export a Report?”
- For information on selecting date range for reports please see page 36 under the section “Working with Report”.



Colorado Department
of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct	Add Participant
	Dismiss Participant
	Edit Participant
	Enter Effort
	Add/Edit Groups
	Enter Group Effort
	Summary of Direct Services Report
	All Direct Services Report
	Attendance/Demographics Report (NEW)

Universal/Aggregate	Enter Effort
	Summary of Universal/Aggregate Services Report
	All Universal/Aggregate Services Report
	Attendance/Demographics Report (NEW)

Outcomes	Enter Outcome Data (Assessments)
	Youth NOMs Report
	Safe Driving Measure Report
	Driving Survey Report

Manage	Review Work
	Edit Work
	Complete/Edit Quarterly Narrative Report

1

Click to pull Youth NOMs Report or Driving Survey Report.

Document View 100% 1 / 1 Refresh All Track

Assessment Name (All Values)

*** Query Name: Query 1 ***

Enter Date Taken(Start): (Optional)
Enter Date Taken(End): (Optional)
Enter Recorded Date(Start): (Optional)
Enter Recorded Date(End): (Optional)

The Query Summary will show the date parameters used to pull report data. In this example no dates were specified, so all program data was included.

Assessment Name	Local/Client ID	Case Number	Program Name	Recorded By	Date Taken	DOB	Gender
Safe Driving Measure - Post		53509	Pilot	Salmon, Jeremiah	7/6/11	01/01/10	Female
Safe Driving Measure - Pre		53509	Pilot	Salmon, Jeremiah	7/4/11	01/01/10	Female
Safe Driving Measure - Pre		57028	Pilot	Staff, DBH	9/4/11	01/06/73	Male
Safe Driving Measure - Pre	107085	57562	Pilot	Trani, Brett	8/1/11	07/09/93	Female

SDM Report

How Do I View My Quarterly Narrative Report?

Tips for Success:

- Completed Quarterly Narrative Reports can also be viewed using the “Complete/Edit Quarterly Narrative Report” tab.
- If you would like to export the report take the following steps outlined in this section.

cdhs Colorado Department of Human Services
people who help people

Office of Behavioral Health
Pilot

Direct	Add Participant
	Dismiss Participant
	Edit Participant
	Enter Effort
	Add/Edit Groups
	Enter Group Effort
	Summary of Direct Services Report
	All Direct Services Report
	Attendance/Demographics Report (NEW)

Universal/Aggregate	Enter Effort
	Summary of Universal/Aggregate Services Report
	All Universal/Aggregate Services Report
	Attendance/Demographics Report (NEW)

Outcomes	Enter Outcome Data (Assessments)
	Youth NOMs Report
	Safe Driving Measure Report

Manage	Review Work
	Edit Work
	Complete/Edit Quarterly Narrative Report
	View Quarterly Narrative Report

1
Click to View Quarterly Narrative Report

Prompts

Reply to prompts before running the query.

Enter Date Taken(Start): (optional) This filter will be ignored because no value has been selected

Enter Date Taken(End): (optional) This filter will be ignored because no value has been selected

Enter Date Taken(Start):

More Information

Select or type the value

Run Query

Cancel

2

Enter the date range for the Quarterly Narrative Report to be viewed.

User Hint:
Date Taken refers to the date the Quarterly Narrative Report was submitted/updated in ETO.

3

Click Run Query.

Document View 100% 1/2 Refresh Data Track

Program Name (All values) Date Taken (All values)

DBH Quarterly Narrative Report

Pilot

Assessment Identifier	Recorded By	Date Taken	Question	Answer
Q4 2011	Salmon, Jeremiah	7/1/11	Describe accomplishments for the quarter for evidence-based program(s), practice(s), and approach(es).	In school program was recognized by regional news as providing quality service within location.
Q4 2011	Salmon, Jeremiah	7/1/11	For the current quarter, describe problems encountered, and the resolutions.	Some parents were unwilling to allow children to initially participate but were convinced at the PTA meeting during the Q&A session.
Q4 2011	Salmon, Jeremiah	7/1/11	Identify any technical assistance (TA) or training needed to assist with meeting contract requirements.	It will be necessary to provide information packets for parents.

Your data will be displayed in a similar table.

User Hint:
To view report in PDF mode, click View then PDF mode.

Narrative Report

Pilot

Assessment Identifier	Recorded By	Date Taken	Question	Answer
Q4 2011	Salmon,Jeremiah	7/1/11	Describe accomplishments for the quarter for evidence-based program(s), practice(s), and approach(es).	In school program was recognized by regional news as providing quality service within location.
Q4 2011	Salmon,Jeremiah	7/1/11	For the current quarter, describe problems encountered, and the resolutions.	Some parents were unwilling to allow children to initially participate but were convinced at the PTA meeting during the Q&A session.
Q4 2011	Salmon,Jeremiah	7/1/11	Identify any technical assistance (TA) or training needed to assist with meeting contract requirements.	It will be necessary to provide information packets for parents.
			Identify planned activities for the next quarter. <i>For example: recruitment	

Report 1

User Hint:
In PDF mode the Quarterly Narrative Report can be printed.

View in HTML format | Status Bar | Refresh Data

Tools | Comment

DBH Quarterly Narrative Report

Pilot

Assesment Identifier	Recorded By	Date Taken	Question	Answer
Q4 2011	Salmon,Jeremiah	7/1/11	Describe accomplishments for the quarter for evidence-based program(s), practice(s), and approach(es).	In school program was recognized by regional news as providing quality service within location.
Q4 2011	Salmon,Jeremiah	7/1/11	For the current quarter, describe problems encountered, and the resolutions.	Some parents were unwilling to allow children to initially participate but were convinced at the PTA meeting during the Q&A session.
Q4 2011	Salmon,Jeremiah	7/1/11	Identify any technical assistance (TA) or training needed to assist with meeting contract requirements.	It will be necessary to provide information packets for parents.
			Identify planned activities for the next quarter. <i>For example: recruitment strategies for target population, fidelity and sustainability of the program, practice, or approach, determining if the program, practice, or approach is the right fit for the community, etc.</i>	
Q4 2011	Salmon,Jeremiah	7/1/11		Larger/broader recruitment will take place to increase population size within the program.

Questions about ETO

All questions about using ETO for OBH-funded efforts should go to your PEP TA Consultant. If they cannot answer your question they will obtain additional support from OMNI's in-house ETO Team.

Please do not contact Social Solutions for your technical assistance needs. They are not familiar with your program and will simply refer you back to OMNI.

A complete and current list of PEP TA Consultants can be found on the OBH Portal at:

https://obhpreventionportal-public.sharepoint.com/Pages/Contacts-PEP_TAProviders.aspx